



Mrs. Oliver's

PROCEDURES

Welcome to 3rd Grade

This is just a quick overview of procedures and daily routines you may expect this school year!

▪ Student Responsibilities:

I expect students to walk by themselves into the classroom ready to take full responsibility. Parents are asked to "let go" after the first day of school. I understand parents want to come in the first day and capture memories of their children's first day in third grade. However, after the first day of school, I want to be able to get to the business at hand, LEARNING! I need to run a smooth classroom with students learning to take ownership of their responsibilities. Kiss your darlings good bye, wish them a good day, and watch your little one grow. 😊

▪ Morning Duties:

I expect students to take the following actions in the morning to get ready for a successful school day.

- Sharpen 3 pencils
- Turn in your folder and homework
- Order Hot Lunch if needed
- Sit and do morning activities quietly while waiting for the day to begin

▪ Tardies:

Students must be in the classroom promptly at 8:00 a.m. After the 8 o'clock bell they will be marked tardy.

▪ **No morning or afternoon meetings:**

I ask that parents refrain from meeting with me in the mornings and afternoons. First thing in the morning, I need my full attention on the students who are coming in and out of the classroom. It is hard to listen to parents and respond when I have students I need to be responsible for in the classroom. Mornings and afternoons are hectic to whole-heartedly listen to parents' concerns. When you need to speak to me, you deserve my full attention, and I ask that parents make an appointment after 3:00 p.m. when ALL students are dismissed. IF it is urgent, then please come in and quickly let me know, I understand those situations. Other than that, please write me a note, e-mail me, leave a message on my voicemail, or wait to speak to me after 3:00 p.m. I am willing to meet with you any time after that without the extra bodies and noise. Thanks for understanding. 😊

▪ **Parent/teacher conferences:**

I will assess students' reading level the first two weeks of school. If I feel I need to speak with you about your child's progress, I will set an earlier parent/teacher conference than the one scheduled in November. Otherwise, I will plan to meet during the regular parent/teacher conferences. We will meet again later in the year as well.

▪ **Birthdays:**

If you plan to bring treats on your child's birthday, I ask that you bring treats that require no cutting or scooping. I also request parents to pass the treats out during our lunch time. Please, no birthday whistles or noisemakers because of the disruption it causes for other classrooms. Cupcakes are always a big hit!!

▪ **Lunches:**

It is important for students to have a well-balanced breakfast and lunch. Please pack your child's lunch with good stuff for them. Do not pack anything that needs to be microwaved. We do not have ample time to heat lunches. Our school does provide hot lunches. If your child forgets their lunch they will be sent to the office to order one.

▪ **No Toys in the Classroom:**

No toys of any kind are allowed in the classroom or playground. This saves the time spent on children bickering over whose toy it belongs to, and it keeps parents happy when a toy isn't broken by some other children. Toys become a distraction in the classroom. If a toy becomes a distraction, I will take the toy away from the student. The toy becomes my property until the end of the school year. Please do not allow your child to bring toys of any kind to school. Thanks so much!

▪ **No cologne/perfume/smelly lotions:**

Unfortunately, I am the one whose eyes go red and watery and the nose starts running when I smell strong scents of any kind. Please do not allow your child to come to class with strong smelly scents. My allergies are horrid with seasonal changes. Thanks for understanding!

▪ **Room Mothers/Fathers:**

In the years past, I did not have one room mother in charge. Instead, I had different moms in charge of different events: Fall Party, Thanksgiving Party, Christmas Party, and End of the Year Party. Most parties are not elaborate; they are simple with students making a craft and of course getting their treats. I will have a sign-up sheet during Open House, for those who would love to help out.

▪ **Special Half-days:**

There will be no hot lunches served on noon dismissals. We are dismissed at 12:35.

▪ **Scholastic Book Club:**

Every month students will be allowed to order from the Scholastic Book Club, Lucky and Arrow. I have found books are cheaper than what the stores have to offer. The more orders we have, the more free books we get to fill our classroom library. You will be able to order online also. Look for the information to come real soon!

▪ **Field Trips:**

We have two (maybe three) field trips planned for the school year. I will send more details in the newsletter about the field trips. Chaperones are needed to watch students.

▪ **Newsletter:**

Every Friday a newsletter will be uploaded on our class website informing you on what was covered in class throughout the week. It will include items of things to come as well, such as weekly Spelling words and Bible verses. It is important to read the newsletter in its entirety. You can get to the class website by going to the Calexico Mission School website, click on Students & Parents, click on Class Websites, and click on 3rd Grade.

▪ **Email:**

Most of my communication will happen through email. Please be sure you provide your email address to me. Please, feel free to email me at toliver@calexicomissionschool.org. If you prefer to call my number is (760)357-3711 ext.237.

▪ **Communication:**

Each student will be given an assignment book and a homework folder. This folder will include pockets for papers to be sent home and returned for assigned homework or uncompleted classwork. Also the assignment book will keep a record of what assignments were completed in class, and what need to be completed at home. Also, the assignment book will have the color of behavior your student had for the day. (See the "Guidelines for Success" for the color code.) Please, check your child's folder every day!

If you have any concerns about the classroom or your child, please come to me first. I am willing to hear you out and come to a solution. I prefer you come to me first either in person or in writing. I want to make your child's 3rd grade year a successful one. I need your help to make it one as well. I want us to work together in making sure we achieve our goals.

▪ **Discipline:**

I have included the rules, consequences and reward system so that you may go over this with your child. Please, refer to your Welcome Packet for the "Guidelines for Success" sheet.

▪ **RENWEB:**

All assignments or observations will be recorded online through RenWeb. You will be allowed to see how well your child is doing through this website. Please remember I will do my best to record and update grades by each Friday. If there is missing work, an e-mail will be automatically sent to you notifying you of the missing work. RenWeb is a great tool to keep you informed.

▪ **Grades:**

A= 90% - 100%

B= 80%- 89%

C= 70% - 79%

D= 60%-69%

F= 59% and below

Assignments will be graded and not necessarily recorded. For example, practice sheets will not be part of their grades until I am ready to assess or observe the skill taught.

▪ **Reading Log:**

Every Friday a Reading Log will be sent home for the week. Each student is required to read a total of 125 minutes per week. This is about 20 minutes per day. The amount of time can be divided any way you wish as long as the 125 minutes have been met. This will be a big part of your students reading read.

▪ **Late Work Policy:**

Assignments are due in the morning by 8:15 on their due date. If classwork is not completed during the school day, the children are allowed to complete it at home and have it in the basket first thing the next morning. If the assignment is not turned in the next morning, the student will have to complete the assignment during their recess time. Thanks for your help!

I am excited and looking forward to a very good year!!!



Mrs. Oliver



Mrs. Oliver's

Guidelines for Success:

Rules:

1. Keep hands, feet, and objects to yourself.
2. Follow directions first time given.
3. Raise your hand and wait to be called on.
4. Treat other with kindness.
5. Have fun, be happy and do your best!

Rewards:

1. A happy teacher and happy students
2. Verbal Praise
3. Good note sent home or phone call
4. Student of the Month
5. End of Year Lunch Date with Mrs. Oliver

Consequences:

- 1st Offense/Stick: Verbal Warning (Green)
- 2nd Offense/ Stick: Loss of Recess (Yellow)
- 3rd Offense/Stick: Parent Contact (Orange)
- 4th Offense/Stick: Heart to Heart talk with Mr. Olivarria (Red)



Mrs. Oliver's 3rd Grade Goals:

Calexico Mission School 3rd Grade students will reflect the image of C.H.R.I.S.T. through their:

Communication:

- Learn how to listen, speak, read, and write reflectively and critically across the curriculum and cultures.
- Develop skill in technology to obtain, process, and communicate ideas and information.

Health:

- Balance physical, mental, emotional and spiritual wellbeing.

Readiness:

- Acquire a solid foundation of knowledge and skill across the curriculum in preparation for lifelong learning.

Integrity:

- Seek truth above all and in all.
- To fulfill one's purpose by making good choices and taking responsibility for one's actions.

Spirituality:

- Grow in knowledge and build a relationship with Jesus as Creator, Lord, and Savior
- Understand Seventh-day Adventist principles and beliefs according to the Bible.

Teamwork:

- Work cohesively with one's peers towards the common goal.
- Create a positive atmosphere by supporting each other through respect of cultures and individual strengths to achieve unity.



3RD Grade Homework Contract

The purpose of homework is to support classroom learning and develop good study habits.

We agree to support the requirements listed below:

- I will check my child's assignment book daily.
- The student will read each day to have a total of 125 minutes per week.
- I will come prepared for an assessment. I will study my Memory Verse, Spelling Words, and review basic Math facts each day.
- Unfinished class work will be sent home for homework.
- I will help my child with projects by coaching and providing support. I will let them do the project.

Student Signature

Date

Parent/Parents Signature

Date



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3rd Grade Welcome & Procedure Packet

Calexico Mission School

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